

SumTotal Time & Attendance



Complete Workforce Management, Advanced Time & Attendance

SumTotal Time & Attendance is designed specifically to support the complex requirements of enterprise-class organizations, giving you the ability to significantly improve the efficiency of your business by simplifying the daily time management activities for all of the members of your workforce. With seamless process management through our powerful integrated workflow engine, your organization can reap the benefits of accurate time management throughout your enterprise.

SumTotal Time & Attendance improves the efficiency of your business by simplifying the daily time management activities for all of the members of your workforce. Our solution delivers the functionality and flexibility to support an organization's demanding and often complicated time management and reporting requirements.

With SumTotal Time and Attendance you can:

- **Improve Project Tracking:** SumTotal Time & Attendance provides project managers and supervisors visibility into important project details from within the application including time logged on a project and specific employees working on sub-tasks. In addition, the flexible work rules engine ensures that only authorized employees can enter time against specific projects.
- **Streamline Work Order Management:** Excellent for organizations that are project based, SumTotal Time & Attendance provides comprehensive work order management functionality including ability to manage project work-orders and tasks as well as assign and manage employee time and order completion. SumTotal Time & Attendance provides a true end-to-end time and attendance solution.
- **Accurately Administer Absence Management:** SumTotal Time & Attendance also includes absence management capabilities, requests for time-off can be submitted and routed for approval in advance, in addition the system will track deviations from planned attendance, including such activities as late arrivals, early departures or not working on a scheduled day.

100% AUTOMATION

Employee	Project	Date	Start Time	End Time	Actual Time	Planned Time	Remaining Time	Hours	Rate	Total
John Doe	Project A	2011-01-01	08:00	12:00	08:00	12:00	00:00	4.00	\$15.00	\$60.00
Jane Smith	Project A	2011-01-01	08:00	12:00	08:00	12:00	00:00	4.00	\$15.00	\$60.00
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SumTotal Time and Attendance allows you to automate 100% of your pay, work, union and accrual rules to standardize and automate workforce management processes across all of your locations.

Key Features

Key features of SumTotal Time & Attendance include:

- Automate the management of time and attendance related processes
- Automate 100% of pay rules for automated error-free calculation of payroll and integrating to your existing payroll system
- Maintain a history of employee attendance
- Automate equitable overtime distribution
- Create and track employee entitlements
- Provide organization-wide access through Internet, intranet and corporate email systems
- Exchange and integrate data with various time clocks and time capture systems

Cross-Functional Benefits

SumTotal provides an end-to-end, complete strategic Human Capital Management solution integrating workforce management, talent management, learning management, HR management and payroll and benefits management.

- **Workforce Management:** Integrated across the SumTotal strategic HCM solution SumTotal Workforce Management provides powerful tools to effectively manage labor rules, ensure compliance, and control labor costs and expenses
- **Talent Management:** Integrated within the SumTotal's strategic HCM solution, Talent Management provides a single view of your organizations a unified view of your organizations talent processes across all parts of strategic HCM
- **Learning Management:** Integrated into the learning management solution, SumTotal can provide visibility into skills, certifications, and learning activities across talent and workforce management, as well as other parts of the strategic HCM process
- **HR Management (HRMS):** Integrated within the SumTotal's strategic HCM solution, SumTotal's HR Management solution provides a single source of truth for all HCM processes
- **Payroll & Benefits:** As an integrated service into the SumTotal's strategic HCM solution, Payroll and Benefits Management provide efficient, flexible and easy-to-use service at the foundation of your HCM solution

About SumTotal // SumTotal Systems, Inc. is the global leader of strategic Human Capital Management (HCM) solutions that provide organizations with a new level of visibility to help make more informed business decisions and accelerate growth. Recognized by industry analysts as the most complete solution, SumTotal provides full employee lifecycle management, including a core system of record, from a single provider for improved business intelligence. The company offers customers of all sizes and industries the most flexibility and choice with multiple purchase, configuration, and deployment options. We have increased the performance of the world's largest organizations including Sony Electronics (NYSE: SNE), AstraZeneca (NYSE: AZN [ADR]; London: AZN), Amway (KUL:AMWAY), Seagate (NYSE: STX), Dell (NASDAQ:DELL), and Google (NASDAQ:GOOG).

For more information, or to request a demo, please call +1 (866) 768-6825 (US / Canada), +1 (352) 264-2800 (international) or visit www.sumtotalsystems.com

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